

HR01 Create vacancies

Objective and scope

Objective: This procedure defines the steps to publish a vacancy in order to hire a candidate. The procedure describes how to introduce the details of the vacancy to be covered and which is the approval flowchart.

The objective is to automate the operative process and homogenize the information flow between the Hotel and the departments in Central Services with the Human Resources department.

SAP - Click&Hire program manages the following:

- a. Vacancies
- b. Candidates
- c. Internal Changes

This procedure describes the operative process for **Vacancies**. This vacancy functionality is intended for systematizing every request and approval of vacancies. In this way, no vacancy request will be launched on paper, via fax or in e-mail form.

Scope: This procedure applies to all new employees and ex-employees in any department in all Business Units. This procedure is not applicable for extras or outside labor employees.

Summary

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1 Operative

1.1 Identify recruitment need

Responsible: Supervisor – (Area responsible: Hotel and Central Services)

Area responsible in Hotels / Central Services identifies the need to cover a vacancy. In order to recruit a person it is necessary to create the vacancy in *Click&Hire* to start the recruitment process.

1.2 Create vacancy

Responsible: Supervisor – (Area responsible: Hotel and Central Services)

The user can manage *Click&Hire* requests by clicking on the ZHR_CH_01 transaction. A screen will open where the user can carry out two actions: request a vacancy already created in the system (by selecting the *Position* field) or request a new vacancy (by selecting the *Job* field).

Once all the fields have been fulfilled, the user can either:

- Show approval flow
- Dispatch the request

It is possible to introduce comments for the approvers' review.

1.3 Dispatch the request

Responsible: Supervisor – (Area responsible: Hotel and Central Services)

By clicking "*Dispatch*", the vacancy home page will be shown including a confirmation that the vacancy has been created properly. This will start the approval workflow:

- If the requestor wants to create a new position, this position is created in the system in status *Planned*
- If the requestor wants to open an existing position, data from the existing position will be retrieved

1.4 Approval workflow (Automatic Task)

The supervisor receives a notification in SAP Business Workplace with the request details.

The following actions are possible:

- Approve
- Reject

1.5 Vacancy request analysis

Responsible: Approver – (Corporate / BU HR)

The approver analyzes the vacancy request that needs to be approved or rejected.

1.6 Approval workflow (Automatic Task)

If the first approval level approves the vacancy request, this will be sent to the 2nd level and so on.

If at any approval level the request is rejected, the requestor will receive a notification via SAP Business Workplace informing him about the rejection, and therefore, the request will not be sent to the following approval level.

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For different approval levels, a workitem - including details of the request - is created on each SAP Business Workplace inbox of each approver.

Each approval level through two options, approval or rejection, may determine the direction of the communication, either a higher approval level or the initial level, depending on the different approval level that each internal change has.

The approval involves the following actions:

- The hotel manager will receive a notification through the SAP Business Workplace, a workitem about the approval of the request
- HR_staff, level 99, will get an automatically sent task in order to manage the action in the systems

The non-approval involves the following actions:

- If any approval level rejects the request, the hotel manager will receive a notification through SAP Business Workplace and an email and therefore the request will not be sent to level 99

In case of rejection at any approval level, the hotel manager must perform the changes as indicated as reasons for rejection and restart the application process.

Cancelling a request:

- The requestor can cancel a request (in case it is not correct or does not apply anymore) regardless of its status in the approval flow

1.7 Send notification to the requestor (Automatic Task)

Once the request is approved, an email will be sent to the requestor and all the approvers

1.8 Reject transaction

Responsible: Approver – (Corporate / BU HR)

The approver rejects the vacancy. A notification in SAP Business Workplace, as well as its comments, and an email will be sent to the requestor and the approvers. The status of the vacancy can also be consulted through the “Click&Hire Requests Report” screen.

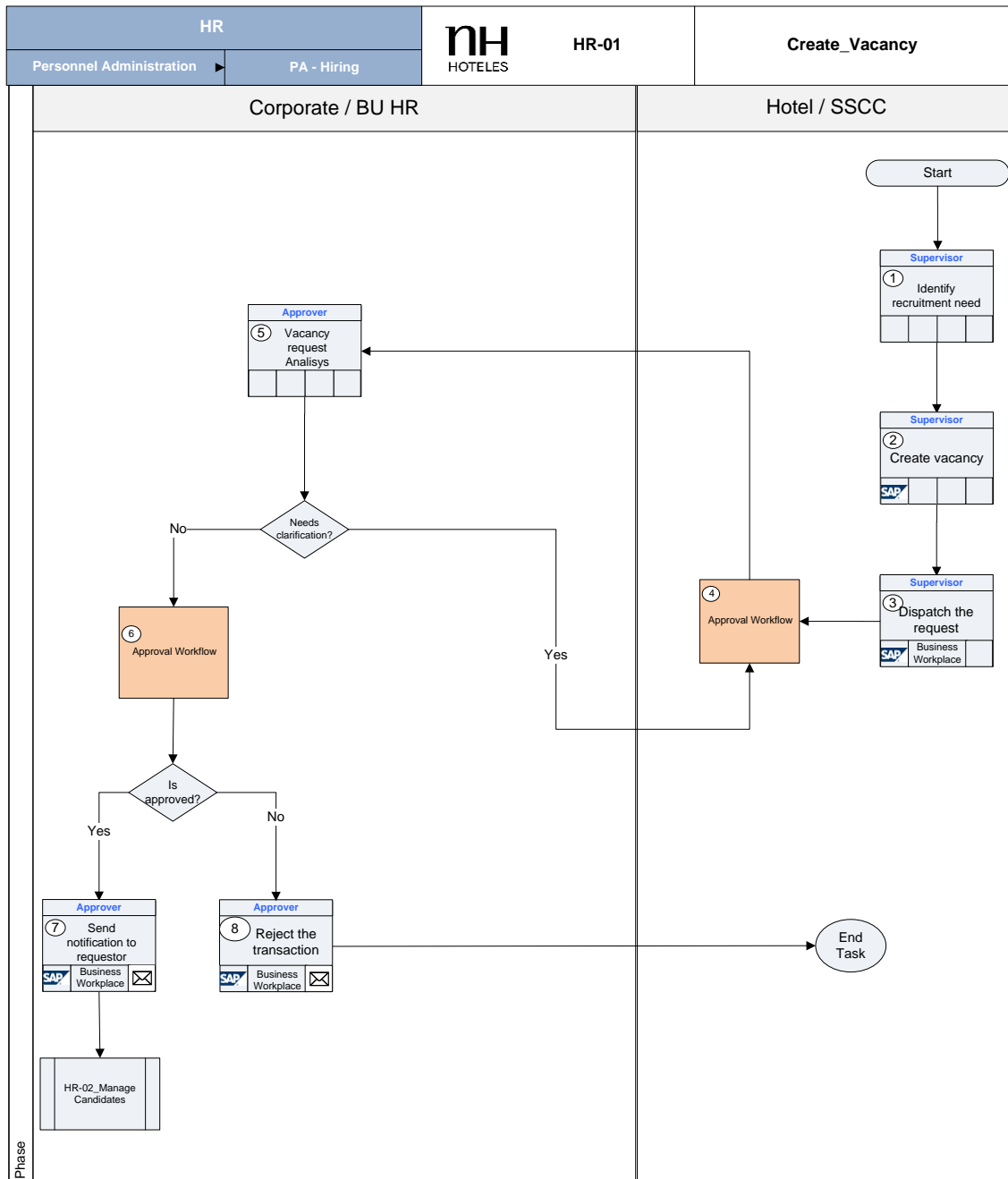
2 Related documents

Click&Hire user manual

3 Templates and file

Template or document	Responsible	File period
N/A	N/A	N/A

4 Flowchart



5 Procedure validation

Version	Corporate Area	Approved by		Approval date
1	Resources (Process Owner)	SVP Human Resources	Fran Catalá	December 2013
	Internal Audit	SVP Internal Audit		
	Management Committee			